

Northwest Colorado Health

Quality Assurance/Coder for Home Health and Hospice

General Statement of Duties:

The Quality Assurance/Coder individual who is responsible for auditing clients' charts and support the home healthcare agency's philosophy and standards. The QA/Coder individual will be auditing charts & coding in Oasis, that may include Medicare, Medicaid and private insurance to assure all are in compliance with the State and Federal regulations. Must demonstrate above average attention to detail to ensure accuracy, and be able to prioritize and multi-task efficiently.

Supervision Received:

Reports to the Clinical Supervisor of Home Services.

Supervision Exercised:

None.

Essential Functions:

1. Must have Medicare experience and the understanding of Oasis.
2. The Coder/QA will review health procedures and statistics.
3. Determine and document any areas that may need improvement.
4. Inspect and sample the entire process as a part of quality assurance.
5. Ensures accuracy and completeness of patient records in Brightree.
6. Demonstrated proficiency in clinical assessments, documentation and compliance with nursing care procedures.
7. Compliance with company policies and state/federal regulation.
8. Communication with other members of the patients' multi-disciplinary team.
9. Must have reliable transportation.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education and Certification: Must be a clinician with one year of coding and OASIS review and active certification in OASIS and ICD-10 is preferred.

Experience: Current knowledge of home care and/or hospice Conditions of Participation is preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$100,000 and valid Colorado driver's license.
2. Current CPR certification.
3. Current immunization history, after job offer and before starting job.

4. TB Testing upon hiring or proof within the last year.

Knowledge, Skills, and Abilities:

1. Demonstrated excellent communication.
2. Analytical skills and superior attention to detail is required.
3. The ability to quickly learn and efficiently navigate electronic medical records
4. A basic working knowledge in Microsoft Excel is required.

Working Conditions:

1. Work environment is variable, as care is performed in clinics, public, non-medical facilities or in homes. Lighting, acoustics, air quality, temperatures, and environmental hazards are not predictable.
2. Occasional evenings and weekends.
3. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____